

MAIN FACS NEW FUNCTIONALITY - BUILDING LEASE PAYMENTS MAIN FACS SOFTWARE MODIFICATIONS - eINVOICE

The following new software functionality and modifications will be in production on Monday, August 13, 2001:

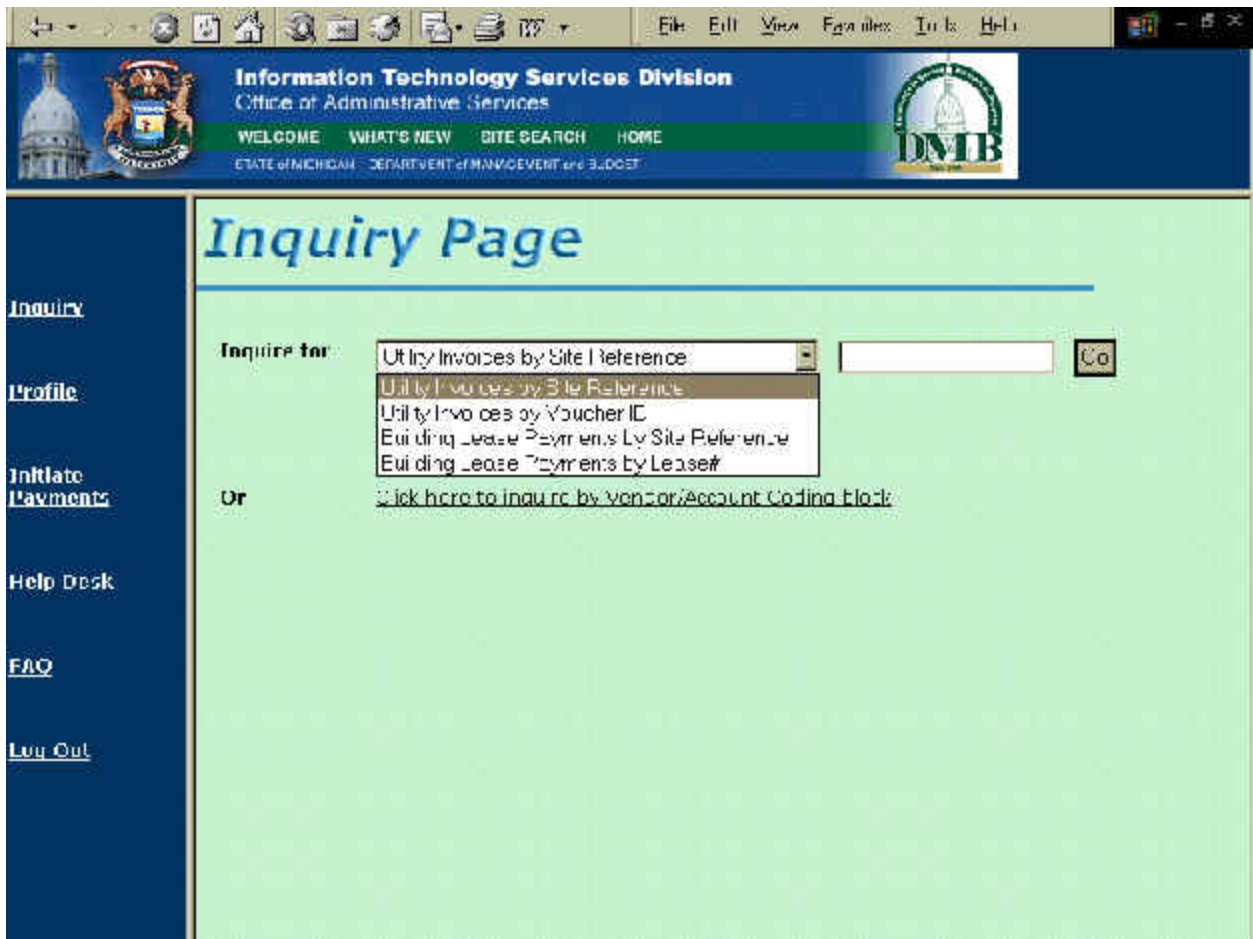
New browser based Building Lease Payment functionality will be in production on Monday, August 13, 2001. This is an expansion of the use of MAIN FACS browser based functionality. Currently the term eInvoice is used for the application that creates ADPICS Direct Vouchers from electronic utility invoices received from Consumers Energy. Starting August 13, 2001, this functionality will be called Utility Invoices.

The new Building Lease Payment portion of the application will include the ability to create ADPICS Direct Vouchers for repetitious monthly lease payments where invoices are not received. A user with the proper security will be able to initiate an ADPICS Direct Voucher through a web browser and place the voucher into an approval path. Below are summaries of changes and additions to the MAIN FACS application.

Currently, after a user logs on to the application, the Vendor Invoice Page is displayed. An example of the page is shown below.

The screenshot shows a web browser window displaying the 'Vendor Invoice Page'. The page has a blue header with the text 'Information Technology Services Division' and 'Office of Administrative Services'. Below the header is a navigation bar with links: 'WELCOME', 'WHAT'S NEW', 'SITE SEARCH', and 'HOME'. The main content area is titled 'Vendor Invoice Page' in large blue letters. On the left side, there is a vertical menu with links: 'Vendor Invoice', 'eInvoice Profile', 'Help Desk', 'FAQ', and 'LogOut'. The main content area contains two search sections. The first section is labeled 'Enter a Voucher ID:' and has a text input field followed by a 'View' button. Below this is a section labeled 'OR' in large letters. The second section is labeled 'Enter Site Reference:' and has a text input field followed by a 'View' button. At the bottom of the main content area, there is a small text box with the following text: 'Enter Voucher ID and click view to see the invoice information directly OR Enter Site Reference to get all invoices related to the Site Reference'. The browser window shows the address bar with 'http://www.inetnet.com' and the status bar with 'Done'.

On Monday, August 13, after a user logs on, the Inquiry Page will be displayed. An example of the page is shown below. Users will be able to inquire on Utility Invoices or Building Lease Payments by highlighting a choice in the drop down box, making the appropriate entry (e.g., a site reference number) and clicking the 'Go' button. This Inquiry Page will replace the Vendor Invoice Page.



Changes to the Side Menu Bar

- The current Vendor Invoice hyperlink has been changed to Inquiry. After clicking on the Inquiry hyperlink the Inquiry Page will be displayed.

- The current eInvoice Profile hyperlink has been changed to Profile. After clicking on the Profile hyperlink the Profile Page will be displayed.

- A new Initiate Payments hyperlink has been added. After clicking on the Initiate Payments hyperlink the Initiate Payments Page will be displayed.

Other Changes to Existing Screens

- The eInvoice Profile Page has been renamed the Profile Page.

- The PO, BPO ID, Doc Ref No, and Suffix No fields have been removed from the View Vendor Page, Add Vendor Page, and Update Vendor Page.

- The Click here to search by Vendor/Account Coding block hyperlink has been moved from the eInvoice Profile Page to the Inquiry Page.

- The Search Page has been renamed the Vendor/Account Coding Inquiry.

- The Vendor View Page has been renamed the View Vendor Page.

- New Frequently Asked Questions (FAQ) have been added for the new Building Lease Payment functionality. FAQ are designed to assist users with understanding how the Utility Invoice and

Building Lease Payments processes work.

New Functionality and Screens

- Mouseovers have been added to fields on data entry screens. A mouseover is a form of on-screen help. When the mouse pointer is located over a data entry field or a field title, a pop-up box will appear with a definition for that field. Mouseovers and FAQ will be used instead of a separate Self-Study Guide to assist users with the application. Anyone using Netscape version 4.78 or lower as their browser will not be able to view the mouseovers. Those users can see the field definitions on the FAQ page.
- A new web page titled Initiate Building Lease Payments will be available. This page will list building lease payments due for a designated User ID or ADPICS Department. The user will be able to create a Direct Voucher by clicking the "Pay" button.
- On the Add Vendor Page and the Update Vendor Page a new drop-down box will be added. When adding a new vendor profile the user must choose Utility or Building Lease Payments, depending on whether the vendor is Consumers Energy for utility invoices or a vendor that will receive building lease payments.
- The View Vendor Page, Add Vendor Page, and Update Vendor Page for a Building Lease Payments vendor will contain details such as, Lease #, Lease Amount, Lease Start and End Dates, Payment Frequency (Monthly or Quarterly), Next Payment Due Date, Rate Change Notification Dates 1-5, Total Area, Cost Per Unit, and Unit of Measure.
- Users will be able to enter optional e-mail addresses on the Add Vendor Page and Update Vendor Page for Building Lease Payment vendors. If used, e-mail notifications will be sent to the user's e-mail address that is responsible to initiate payments, lease rate changes, and/or lease end dates.
- There will be new MIDB tables for the Building Lease Payments portion of the application.
- ER will be the new ADPICS Document Type for any Web related Building Lease Payments. Document Type EI will still be used for any electronic utility invoices.

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